



United States Department of State

U.S. Embassy Pristina

VACANCY ANNOUNCEMENT
08/2015

OPEN TO: ALL INTERESTED CANDIDATES
POSITION: **OBO (Overseas Buildings Operations) FSN INVESTIGATOR**
OPENING DATE: FEBRUARY 9, 2015
CLOSING DATE: FEBRUARY 20, 2015
WORK HOURS: FULL-TIME; 40 HRS/WEEK
SALARY: Ordinarily Resident (OR) (FSN-7; 14,810.00)

U.S. Embassy Pristina is seeking qualified one individual for the position of **OBO (Overseas Buildings Operations) FSN INVESTIGATOR**.

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

Basic Function of Position

The Security Investigators support continuity of security operations for the US Mission Pristina by assisting the Site Security Manager (SSM) in program management. Investigators serve as the main conduit between the Security Management Branch and Locally Engaged Staff (LES) on all security matters, are on call after hours. Please see below for a list of specific duties.

Major Duties and Responsibilities

- Perform suitability and security certification investigations on local employed staff as assigned by SSM. Investigate employment qualifications, verify listed references, seek developed references, and check public records, and interview applicants and other sources of information. Draft reports of investigation and memorandums of interview for SSM review. Monitor all LES personnel and conduct the required re-certifications as assigned.
- Liaison with host government security counterparts on various security issues. Advise SSM on law enforcement, security, and support capabilities. Request support for Mission events, US government official visits, criminal acts against official Americans, and traffic accidents. Assist other US law enforcement organizations with international investigations that require host government cooperation.
- Provide security briefings to LES assigned to the New Embassy Compound – Construction Site. Brief SSM on current security situation, recommend personal security measures, and provide counterintelligence awareness training.
- Conduct daily security brief to SSM and other post personnel. Obtain intelligence or threat information that may impact the Mission such as demonstration or criminal activities.
- Support US government official visits by coordinating protective security operations with host government security counterparts.
- Serve as the on-call Duty Security Investigator to support the SSM on emergency situations involving Americans within Kosovo that may require host government support.
- Update host government counterpart information in Mission Emergency Action Plan by using the Crisis and Emergency Planning Application.

REQUIRED QUALIFICATIONS

Education: Completion of secondary school.

Prior Work Experience: From 3-5 years of progressively responsible experience in investigative work with a military, police, non-governmental, private or US Government organization.

Language Proficiency: English Level III (good working knowledge); Level 4 (fluent) Albanian & Serbian.

Knowledge: Must be aware of Government of Kosovo security and police forces structures and operations. Have knowledge of investigative and interview techniques

Abilities and Skills: Independent decision making with little to no oversight is required. Must possess a valid driver's license. Interact and work well with others to find solutions. Familiar and comfortable with the use of Microsoft Office applications (e.g. Word, Excel).

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budget in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current ordinarily resident employees with an overall summary rating of needs improvement or unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
4. The candidate must successfully pass a background investigation conducted by the Regional Security Office.

TO APPLY - Interested candidates for this position must submit the following for consideration of the application:

1) Universal Application for Employment (UAE); **2)** A current resume or curriculum vitae that provides the same information found on the UAE; **3)** Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application; **4)** any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above; **5)** Copy of Kosovo ID or copy of Passport.

APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:

Hand deliver them to:

Human Resources Office,

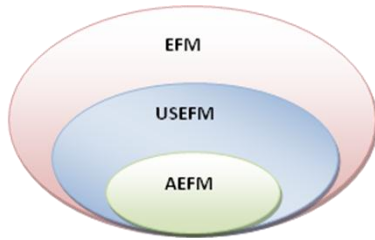
U.S. Embassy Pristina, Kosovo

CLOSING DATE FOR THIS POSITION: FEBRUARY 20, 2015 - BY COB (CLOSE OF BUSINESS)

The US Mission in Pristina provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,

- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).